

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on June 20, 2019 at 5:15 p.m. at the Brown County Southwest Branch Library, 974 Ninth Street, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:** ANNETTE AUBINGER

**ABSENT:** KAYLA JACOBSON

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, and Andrea West (staff). Alex Tran, Brown County Supervisor, District 21.

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:25 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES.** Motion by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. Motion carried.

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**PRESENTATION BY ANDREA WEST, MANAGER** Andrea West introduced herself. She has been the Southwest Branch Manager for 2 ½ years. The branch has a staff of six and the demographics they serve include retirees, and new families with children as well as Somali families new to the area. The layout of the branch and grounds provides easy access to the parking lot. All their collections are used well – dedicated Spanish collection, adult fiction, mysteries, DVDs, etc. The Library has a unique collection of things and the Southwest Branch offers Immersion Kits, Arduino kits and carnival games.

Signature events have included the 60<sup>th</sup> anniversary party and the annual (“umpteenth”) carnival. The carnival that took place last week is their biggest event and about 350 people attended. Van Dyck asked how the neighbors feel about this. West replied that they are okay with it. Summer programming at the branch includes WIT for girls (tech classes); one-on-one Reading Coaches for Kids (provided by the Volunteer Center across the street); and a week-long Arduino Camp. The expansion has opened up so many programming opportunities. Examples of other programs include (Adult) Wii bowling, concert by Kurt Gunn, Gardening for Self-Sufficiency, Book Group; (Teen) Black-Out Poetry, Unicorn Day, Teen Writing; and (Children) Code-a-pillar; escape rooms; Loose Parts; and sewing classes.

Some challenges the branch deals with include the very loud heating and cooling system in the meeting room; sometimes the meeting room is not large enough for events, and the Think Tanks are not sound proof so privacy can be a concern. The branch’s busiest times are during the summer. They have a good after-school crowd and are busy on Saturdays. Staff regularly interacts with new cardholders – new families moving into the neighborhood. Gretchen Swadley, the youth services librarian, really makes great connections as does the rest of the staff. West commented that, “the staff is an incredible team.” West showed the Arduino kit and described what they can do.

West was recently selected as the manager of Adult Services at the Central Library. She is currently splitting her time between the two locations to provide coverage where needed. The board thanked Andrea for her presentation and wished her well in her new role.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the financial statements. The budget is under by ~4% in personnel costs due to vacant positions and running a little over on operating due to higher expenditures in the beginning of the year. Chosa expects a surplus in personnel at the end of the year.

**Motion** by Vander Leest, seconded by Running, to receive and place on file the financial report and May, 2019 Gifts, Grants and Donation report as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
May 2019**

<b>Gifts &amp; Donations</b>			
05/01/19	E. Rogers	25 00	CL Book Memorial C. Lindsley
05/02/19	BCL Jeans Day	149 20	To United Way
05/14/19	Friends of the Brown County Library	575 00	LHG Donations & Constant Contact
05/22/19	Coco's Urban Cottage	26 88	General
05/22/19	D. Cavi	50 00	SW in Memorial A. Parmentier
05/22/19	L. Herman	20 00	SW in Memorial A. Parmentier
05/22/19	Letto	20 00	SW in Memorial A. Parmentier
05/22/19	S. Jorg	60 00	SW in Memorial A. Parmentier
05/22/19	N. Johnson	20 00	Memorial B. McKeough
05/29/19	L. Juntunen	25 00	Memorial F. Johnson
05/01/19	Ashwaubenon	44 15	Donation Box
05/01/19	Bookmobile	8 10	Donation Box
05/01/19	East	27 47	Donation Box
05/01/19	Weyers/Hilliard	44 00	Donation Box
05/01/19	Customer Service	61 36	Donation Box
05/01/19	Kress	14 24	Donation Box
05/01/19	Pulaski	20 00	Donation Box
05/01/19	Southwest	6 77	Donation Box
05/01/19	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 1,197.17</b>	
<b>Federal &amp; State Grants</b>			
5/31/2019			
	<b>Total Grants</b>	<b>\$ -</b>	

**Motion carried.**

Further information was shared regarding outstanding balances on patron accounts. An analysis of seven years (2012-2019 YTD) reveals that \$415,282 of the total owed were accounts returned from the collection agency as uncollectible. Chosa spoke with a representative from WI Debt Service (state collection agency) and learned they work with two libraries. Social security numbers and driver's license numbers are collected by a third party (skip trace) to collect data. If WI Debt can keep the data it would not compromise Chapter 43. The agency works through the Department of Revenue. Running suggested getting feedback from libraries that use this service – what kind of impression does this make on the library? Meli asked if collecting debt was the direction the library wanted to go since many libraries have gone fine-free. Van Dyck wondered, from an administrative point of view, how the library can avoid getting to the point where fines owed are to the level that a collection agency has to be engaged. The library makes use of overdue notices and also blocks cards with fines over \$10.00 thus preventing checkout. Vander Leest commented that this is an effective way to recover tax payer expenditures. Pletcher suggested that monies recouped/collected should be reinvested into the collection. Chosa will continue her research and report back at the next meeting.

Chosa will present comparative data (per capita statistics) to Ed & Rec.

**FACILITIES REPORT** Beyler reported that the building automation controls are complete at Kress, Weyers-Hilliard, and Ashwaubenon. Central will be completed next.

**PERSONNEL UPDATE** Rogers reported that the search and screens for the Collection Development Manager, two 25-hour Library Associates and two clerks are near completion. Managers were hired for Adult Services (Andrea West) and Circulation Services (Ashley McHose) at Central. Staff is getting acclimated in new departments (after restructuring). The Central Manager search will be launched in July. Two staff are representing the library at the American Library Association conference. Mary Jane Herber has been named the Local History, Genealogy and Special Collections Manager. West and McHose were selected to participate in the WLA Leadership Institute. There are currently seven vacant positions. This amount seems typical for this time of year.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that Summer Reading Adventure kicked off on June 8 and there were about 1000 in attendance. The program is running at full speed at all locations. Registrants to date total over 7700 and this doesn't include the groups that are participating in the GBAPS. What is important about this number is that it is indicative that all ages, children, teens and adults value the importance of reading whether they are reading for fun or reading to improve skills. The variety of programming offered at all locations provide unique and rewarding experiences. The reading prizes/incentives earned are an added attraction for all ages as well. One mom commented, "I just have to tell you that the library does such a great job with your Summer Reading Program. My kids just LOVE all the prizes!"

Recently, two additional organizations came on board as partners for the Summer Reading Adventure – the YMCA who is offering a one-day pass at any of their four local Ys, and WI Herd (NBA G league – affiliated with the Milwaukee Bucks) who has donated game ticket vouchers, key chains and tattoos.

The Denmark Branch began their extended summer hours Mon|Wed 1-8 and Tues|Thurs 10-5. These will continue through August 23.

Green Bay Mayor's Kids' Day is Tuesday, June 25. The city branches of Central, East, and Southwest have programs planned and the Bookmobile will be on site at Leicht Park – where many activities take place throughout the day. A live remote of the activities taking place is scheduled for that morning and the Bookmobile Operator will be interviewed.

The Friends, at their Board meeting on Monday night, approved requests for funding from library staff. Some items that will be purchased include cameras for all locations, privacy screens for public computers, mobile outreach kits that staff will develop; transportation for school field trips to the library during National Library Card Signup Month in September and new laptops that staff use for training customers and other demonstration purposes.

"Brown County on the Go" held their first event on June 12 in Wrightstown. The weather was rainy and this likely impacted attendance. The library and its partners are look forward to future events.

**APPROVE REVISED STAFF TRAVEL POLICY Motion** by Vander Leest, seconded by Meli, to approve the revised staff travel policy that more closely aligns with the county's ordinance. **Motion carried.**

**APPROVE ALL UPDATED JOB DESCRIPTIONS Motion** by Vander Leest, seconded by Running, to approve the following updated job descriptions in one action:

- A. Acquisitions Associate
- B. Cataloging and Archives Librarian
- C. Cataloging Associate
- D. Technical Services Clerk
- E. Technical Services Specialist

**Motion** by Vander Leest, seconded by Meli, to approve the updated job descriptions. **Motion carried.**

**APPROVE TABLE OF ORGANIZATION CHANGE – SAFETY MANAGER** Rogers explained the re-positioning of staff to create this role. Having an expert in this field will benefit the library greatly as safety concerns are on the rise. **Motion** by Vander Leest, seconded by Pletcher, to approve the Table of Organization creating a Safety Manager position. Terrien thinks that this position needs to be looked at more carefully and suggested that a stronger approach is needed. He asked to study it for another month. This position would train staff in handling violence or how to handle situations that escalate quickly. Vander Leest talked about the Safety Manager the county has but that position is more about risk management. Rogers continued that the Central Library would be the home base for this position but it would work with all branches. Characteristics of a successful candidate would be one with a criminal justice background and experience in AED and CPR training. Responsibilities would include de-escalation training, how to handle problem patrons, how to prevent incidents, etc. Running is in favor of building relationships with local police departments. Running suggests waiting a month. Meli indicate that it will take a long time to hire someone. Van Dyck is not in favor of this position but supports safety. He is concerned that training at all locations is not a full-time job and training doesn't guarantee a safer library. Situations will happen when the safety manager is not on site. Recognizing that one cannot plan for everything it was expressed that it might be more fiscally beneficial to hire an outside firm to conduct training. Pletcher sees this person as staff support - staff shouldn't necessarily be the enforcers. Rodriguez suggested a position similar to SROs (school resource officers) who are often qualified, retired law enforcement officers. They know the community and know what to look for. Vander Leest suggested a higher wage up to \$25.50 per hour.

Vander Leest rescinded his motion. The job description will be reviewed and re-sent to the board for consideration next month.

**Motion** by Vander Leest, seconded by Pletcher, to adjust the hourly rate in the Table of Organization Change Resolution from \$23.51 up to \$25.50 seconded by Pletcher. **Motion carried by majority, 6-1.** (Terrien)

**Motion** by Vander Leest, seconded by Meli, to approve the adjusted Table of Organization Change Resolution. **Motion carried by majority 5-2.** (Terrien and Van Dyck)

Discussion regarding the job description will take place at the July meeting.

**DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION AND BY-LAWS REVIEW** Motion by Meli, second by Pletcher, to defer this agenda item to the July meeting at Central. A July presentation by staff will be deferred. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck would like a meeting to take place between the Green Bay Police department, Brown County Sheriff's department and library representatives to come to agreement on protocol regarding the handling of violations.

**LIBRARY DIRECTOR'S REPORT** In addition to the report included in the packet, Sugden shared that the library has been asked to submit for the County Planning's 20-year comprehensive plan. Points featured will include facilities, operational excellence, programming, funding, partnerships, and outreach. This will be brought to the board in July for approval.

**OPEN SESSION** Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches. **Motion** by Pletcher, seconded by Running, to move into closed session at 7:38 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Pletcher, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

**CLOSED SESSION** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

**RECONVENE IN OPEN SESSION** Approve any action that may have been recommended in Closed Session. **Motion** by Running, seconded by Pletcher, to return to open session at 8:13 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Running, seconded by Terrien, to authorize Bay Lake Commercial to make re-offer to purchase the Ashwaubenon property parcel #VA-99-2-B in the amount of \$1.2M subject to contingencies and approval by the Brown County Board of Supervisors. **Motion carried.**

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**ADJOURNMENT** **Motion** by Meli, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:14 pm.

**NEXT REGULAR MEETING:**

July 18, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary